

Message Text

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43

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 SS-15 SP-02 H-02 L-03 SY-05

INR-07 OMB-01 OPR-02 /049 W
----- 130030

R 071957Z AUG 75

FM AMEMBASSY NASSAU
TO SECSTATE WASHDC 7035

UNCLAS NASSAU 1270

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT

REF: STATE 172353

1. THIS EMBASSY MAINTAINS TWO RECORD SYSTEMS WHICH MAY BE SUBJECT TO THE PRIVACY ACT OF 1974. EACH REPRESENTS A STANDARD COLLECTION OF INFORMATION RETRIEVABLE BY NAME, ONE FOR CONSULAR RECORDS, THE OTHER FOR INTERNAL ADMINISTRATIVE PURPOSES.

2. CONSULAR RECORDS

I. CONSULAR RECORDS

II. CATEGORY OF INDIVIDUAL

A. NAMES OF U.S. CITIZENS WHO HAVE APPLIED FOR PASSPORT SERVICES

B. NAMES OF U.S. CITIZENS WHO HAVE APPLIED FOR CITIZENSHIP SERVICES, INCLUDING REGISTRATION.

C. NAMES OF PERSONS WHO HAVE APPLIED FOR AND/OR ARE RECEIVING SOCIAL SECURITY AND VETERANS ADMINISTRATION SERVICES AND BENEFITS.

D. NAMES OF U.S. CITIZENS AND PERMANENT RESIDENTS ARRESTED IN THE BAHAMAS

E. NAMES OF U.S. CITIZENS WHO HAVE APPLIED FOR OR BEEN THE SUBJECT OF THIRD PARTY REQUESTS FOR PROTECTION AND WELFARE AND WHEREABOUTS SERVICES.

F. NAMES OF NOW-PERMANENT RESIDENTS OF THE U.S. WHO HAVE RECEIVED VISAS AT NASSAU.

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G. NAMES OF U.S. CITIZENS WHO HAVE BEEN SUBJECT OF REQUESTS

FOR SUBPOENA SERVICES, REQUESTS FOR EXTRADITION, OR THE SUBJECT OF INQUIRIES FROM U.S. COURT OFFICERS AND LAW ENFORCEMENT AGENCIES.

III. CATEGORY OF RECORD

(NOTE: A THROUGH G ALL INCLUDE NAME, DATE AND PLACE OF BIRTH, MARITAL STATUS, U.S. AND LOCAL ADDRESS). IN ADDITION -
A & B - RECORD OF PASSPORT ISSUANCE, LOSS OF NATIONALITY, BIRTH OF U.S. CITIZEN CHILDREN, REGISTRATION DATE, AS APPROPRIATE.
C - SOCIAL SECURITY AND MILITARY ID NUMBERS; COPIES OF ANY LOCAL INVESTIGATIONS INTO CASE PERFORMED AT REQUEST OF SSA OR VA.

D - DATE OF ARREST, CHARGE, DISPOSITION OF CASE.

E - COPIES OF REQUEST, RESULTS OF LOCAL INVESTIGATION.

F - COPIES OF THE DOCUMENTS SUBMITTED IN SUPPORT OF APPLICATION FOR IMMIGRANT VISA, INCLUDING POLICE CERTIFICATE, MEDICAL RECORD, MILITARY RECORD, EVIDENCE OF SUPPORT, CERTIFICATES OF BIRTH, MARRIAGE, DIVORCE, ETC.

G - COPY OF REQUEST FROM U.S. COURT OR LAW ENFORCEMENT AGENCY, RECORD OF DISPOSITION OF CASE.

IV. AUTHORITY

VOLUMES 7, 8 AND 9 OF FOREIGN AFFAIRS MANUAL

V. ROUTINE USES

THE CONTENTS OF A PASSPORT OR CITIZENSHIP RECORD ARE NOT DIVULGED EXCEPT:

- AT EHT REQUEST OF AN APPLICANT OR A PERSON ACTING IN HIS BEHALF FOR COPIES OF DOCUMENTS EXECUTED OR SUBMITTED BY THE APPLICANT;
- PURSUANT TO A SUBPOENA OR COURT ORDER DIRECTING THE PRODUCTION OF PASSPORT RECORDS;
- AT THE REQUEST OF ANOTHER GOVERNMENT AGENCY;
- WHEN EXPRESSLY AUTHORIZED BY THE SECRETARY.

INFORMATION REGARDING VISA RECORDS IS NOT DIVULGED UNLESS THE INQUIRER HAS A LEGITIMATE INTEREST IN THE CASE, SUCH AS A RELATIVE, ATTORNEY OR CONGRESSMAN. SUCH INFORMATION IS ALSO GIVEN AT THE OFFICIAL REQUEST OF ANOTHER U.S. GOVERNMENTAL AGENCY, INCLUDING INTERNAL REVENUE SERVICE.

INFORMATION FROM OTHER CONSULAR RECORDS IS MADE AVAILABLE TO OTHER U.S. GOVERNMENT AGENCIES UPON OFFICIAL REQUEST. THE ONLY SUCH REQUEST RECENTLY HAS BEEN FROM THE INTERNAL REVENUE SERVICE
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REGARDING IDENTIFICATION OF U.S. CITIZENS HAVING DEPOSITS IN BAHAMIAN BANKS INVOLVED IN LIQUIDATION.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

A. RECORDS ARE MAINTAINED IN FILE FOLDERS OR ON INDEX CARDS.

B. RECORDS ARE FILED BY NAME.

C. ALL RECORDS ARE LOCKED IN METAL CABINETS DURING NON-WORKING HOURS; ALL MEMBERS OF CONSULAR STAFF CLEARED FOR EMPLOYMENT HAVE ACCESS TO UNCLASSIFIED CONSULAR RECORDS; ACCESS TO CLASSIFIED

REQUIRES APPROPRIATE CLEARANCE.

D. CONSULAR RECORDS ARE RETAINED AND DISPOSED OF PURSUANT TO THE REGULATIONS CONTAINED IN THE RECORDS MANAGEMENT HANDBOOK, APPENDIX B, CHAPTER 9.

VII. SYSTEM MANAGER

ADMINISTRATIVE OFFICER

VIII. SOURCES

- OTHER FOREIGN SERVICE POSTS PROVIDING BACKGROUND INFORMATION ON VISA APPLICANTS

- US COURTS AND LAW ENFORCEMENT AGENCIES

- US AGENCIES, E.G., SOCIAL SECURITY ADMINISTRATION, VETERANS ADMINISTRATION

3. ADMINISTRATIVE RECORDS

I. PERSONNEL AND GENERAL SERVICES (SHIPMENT OF HOUSEHOLD EFFECTS) RECORDS

II. CATEGORY OF INDIVIDUAL

NAMES OF U.S. EMPLOYEES AT POST FROM DEPARTMENT OF STATE, AID, US CUSTOMS SERVICE, IMMIGRATION AND NATURALIZATION SERVICE, DEPARTMENT OF AGRICULTURE, AND DEPARTMENT OF THE NAVY.

III. CATEGORY OF RECORD

CONTAIN NO INFORMATION WHICH IS NOT ALREADY IN OFFICIAL PERSONNEL FILES.

IV. AUTHORITY

VOLUME 3 OF FOREIGN AFFAIRS MANUAL

V. ROUTINE USES

NONE. INFORMATION IS FOR POST USE ONLY.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

- FILE FOLDERS

- BY NAME

- LOCKED, NO ACCESS BY NON-OFFICIAL PERSONNEL

- ONE YEAR FOLLOWING DEPARTURE FROM POST

VII. SYSTEM MANAGER

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ADMINISTRATIVE OFFICER

VIII. SOURCES

NONE.

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Message Attributes

Automatic Decaptioning: X
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Current Classification: UNCLASSIFIED
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Draft Date: 07 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
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From: NASSAU
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To: STATE
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